

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: GASLIGHT VILLAGE Ad Hoc

DATE: FEBRUARY 15, 2012

COMMITTEE MEMBERS PRESENT:

SUPERVISORS MONROE
MERLINO
THOMAS
KENNY
DICKINSON

OTHERS PRESENT:

JEFFERY TENNYSON, SUPERINTENDENT OF PUBLIC WORKS
DANIEL G. STEC, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
SUPERVISOR MASON
SUPERVISOR WESTCOTT
DAVE HARRINGTON, SUPERINTENDENT OF PUBLIC WORKS, VILLAGE OF
LAKE GEORGE
MICHAEL CONSUELO, SPECIAL EVENTS COORDINATOR, LAKE GEORGE
REGIONAL CONVENTION & VISITORS BUREAU
WALT LENDER, EXECUTIVE DIRECTOR, THE LAKE GEORGE ASSOCIATION
FRED AUSTIN, FORT WILLIAM HENRY
DON LEHMAN, *THE POST STAR*
THOM RANDALL, *ADIRONDACK JOURNAL*
NICOLE LIVINGSTON, DEPUTY CLERK

Mr. Monroe called the meeting of the Gaslight Village Ad Hoc Committee to order at 10:00 a.m.

Motion was made by Mr. Kenny, seconded by Mr. Merlino and carried unanimously to approve the minutes from the January 17, 2012 Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Jeffery Tennyson, Superintendent of Public Works, who distributed copies of the meeting agenda; *a copy of the agenda is also on file with the minutes.*

Mr. Monroe announced the first agenda item pertained to establishing the Charles R. Wood Park Event & Operations Committee and he requested Mr. Tennyson to expound on the matter. Mr. Tennyson advised it was necessary to establish a smaller committee that could work through the details related to the Park. He stated that the committee would be comprised of two members from the Village of Lake George Board and three members from the County. He proposed the membership to be the Mayor of the Village of Lake George or a designee and the Village Superintendent of Public Works or a designee; the Chairman of the Gaslight Village Ad Hoc Committee or a designee, the County's Superintendent of Public Works or designee and one County Board member. Mr. Tennyson explained that the established committee would be granted the authority that would be necessary for the following purposes:

- to establish and administer rules for use of the Park and Festival Space;
- to establish and administer minimum standards for events and site permits;
- to establish and administer contracts as needed for Park operations and maintenance;
- to coordinate with event organizers for use of facilities; and
- to establish and administer an operating budget for the Charles R. Wood Park.

Relative to the operating budget, Mr. Tennyson apprised that based on the ownership of the Park (62% County and 38% Village), the vision was to create a County budget and a corresponding

Village budget and the newly established committee would balance the share of the responsibilities. He added that the budgets would be kept separate but the efforts would be coordinated. Currently, he said, a funding source did not exist to perform simple repairs on this site once it was developed.

Motion was made by Mr. Merlino and seconded by Mr. Dickinson to approve the request to establish the Charles R. Wood Park Event & Operations Committee as outlined above.

Mr. Merlino volunteered to be the County Board member to serve on the committee and Mr. Monroe opined that would be appropriate since Mr. Merlino served as Vice-Chairman of the Gaslight Village Ad Hoc Committee. Mr. Dickinson countered that he should serve on the committee as the representative of the County Board because the Park was located closer to the township of which he was the Supervisor. Mr. Monroe asserted the appointments to the committee would be determined by the Chairman of the Board. Mr. Tennyson mentioned there would also be the need to coordinate with other County Departments, such as the Tourism Department and the Village would need to coordinate with different entities within the Village, as well as the Town. Mr. Monroe pointed out they could also consider increasing the membership based on the ownership of 2/3 to 1/3 and possibly have four County members rather than three. Mr. Kenny expressed his opinion that the committee did not need to be expanded to four County representatives.

Mr. Merlino amended his motion to expand the County representation on the Charles R. Wood Park Event & Operations Committee to four County members and two Village members, and Mr. Dickinson amended his second to the motion. Mr. Monroe called the question and the motion was carried by majority vote, with Mr. Kenny voting in opposition, to establish the Charles R. Wood Park Event & Operations Committee comprised of two members from the Village of Lake George Board and four members from the County.

Mr. Tennyson interjected that the establishing of the committee still required further discussions with the Village and therefore this resolution would not be presented to the full Board of Supervisors until the March Board Meeting, which would allow the Village to proceed in a parallel path.

Mr. Tennyson advised Item 2 was for discussion of parking meters and he referred to pages 2, 3 and 4 included in the Agenda packets, which was information provided by the Village. He stated the Village was preparing to go to bid for eight additional parking meters for their parking lots and the County's goal had been to coordinate with the Village and have similar systems on the Westbrook parking lot once established. He remarked that the initial plan was to join in the Village's bid; however, he said, General Municipal Law needed to be reviewed to determine if such action would be allowable, and the County Attorney was in the process of such review. He noted that the County may have to prepare their own bid for the parking meters. Another complication, Mr. Tennyson explained, was that the Village had standardized to this manufacturer and the process for that was to prepare the bid, complete an analysis and then standardize to one particular supplier. He added that because the County had not prepared its' own bid, it was unknown if the County could join with the Village's bid and their standardization. He acknowledged that the County could proceed with the preparation of a bid without a resolution.

Mr. Tennyson directed the Committee members to page 2 which featured the design of the parking meters utilized by the Village, which were solar powered and wireless, and prior to a bid being released by the County, details of the design, rates and hours of operation would need to be

determined. He opined that the County should remain consistent with the instructions and operations of the meters used by the Village in order to coincide with the Beach Road parking lot meters.

Mr. Monroe recalled prior discussions relative to the possibility of the Village administering the oversight of the County's meters, including the reading of the meters, the collecting of the funds and forwarding the net amount to the County; therefore, he said, standardization of the meters did seem reasonable. Paul Dusek, County Administrator, apprised that General Municipal Law did allow for standardization, if reasons and rationale were appropriate. He clarified the first step would be to standardize and to make the arguments for such prior to preparing a bid. Mr. Tennyson suggested that a resolution be prepared authorizing the County to standardize the parking meters for the purpose of synchronizing with existing operations on adjacent parking lots and it would also be in consistent use for the operations that would be conducted, as anticipated by the Village or other municipal forces, to have consistent revenue collection methods. In response to an inquiry, Mr. Tennyson stated the County anticipated the need for nine parking meters on the new parking lot. He added that adoption of a resolution authorizing a combination bid with the Village should be considered, as well. Mr. Monroe mentioned that the goal was to have the meters in place for this summer in order to generate revenue.

Motion was made by Mr. Dickinson and seconded by Mr. Merlino to authorize the County to standardize the parking meters on the Westbrook parking lot for the purpose of synchronizing with existing operations on adjacent parking lots and it would also be in consistent use for the operations that would be conducted, as anticipated by the Village or other municipal forces, to have consistent revenue collection methods; and to authorize a combination bid with the Village, subject to approval by the County Attorney.

A brief discussion ensued regarding a different kind of parking meter known as a space meter. Mr. Merlino questioned the source of funding to purchase the parking meters. Mr. Monroe informed that the amount of revenue that was anticipated to be generated by parking fees this summer would help offset the cost and currently, there was approximately \$40,000 in parking revenues from prior years which could be used towards this purchase and perhaps the remaining balance could be covered by a Contingent Fund transfer. Mr. Dusek pointed out that prior to ordering the meters, a source of funding would need to be confirmed and it may be appropriate to secure a bond for such.

Mr. Monroe called the question and the motion was carried unanimously authorizing the County to standardize the parking meters on the Westbrook parking lot for the purpose of synchronizing with existing operations on adjacent parking lots and it would also be in consistent use for the operations that would be conducted, as anticipated by the Village or other municipal forces, to have consistent revenue collection methods; and to authorize a combination bid with the Village, subject to approval by the County Attorney. The necessary resolutions were authorized for the February 17, 2012 Board meeting.

Continuing to Item 3 on the Agenda, Mr. Monroe advised it pertained to the source of funding to purchase the parking meters. Mr. Tennyson presented a request to establish a Capital Project for the Westbrook Municipal parking lot, for which multiple grants had been awarded. He noted that due to the delayed receipt of the grant funds, it was not anticipated that those funds would be implemented until late this year or possibly into the next construction season. Therefore, he said,

an interim parking plan had been discussed that would involve transitioning traffic to the south lane of Westbrook Road, making a two lane road followed by the modification of the intersections with Canada Street and with Beach Road and establishing a parking lot on the existing pavement width, which was approximately twenty-four feet. Mr. Tennyson advised that this would allow for the establishment of one lane of parallel parking on one side of the road that could accommodate thirty-six spaces. He outlined an estimate of expenses for the interim plan as follows:

- four parking meters for the interim design of thirty-six parking spaces at an estimated cost of \$48,000; the final design would include five additional meters for the remaining fifty-four parking spaces at an estimated cost of \$60,000. Mr. Tennyson noted that the additional five meters could be delayed until the fifty-four parking spaces were completed next year.
- painting for the interim design for the thirty-six parking spaces at an estimated cost of \$2,000; the final design painting for all ninety parking spaces would be at an estimated cost of \$10,000. Mr. Tennyson added that the final painting costs could be grant reimbursed.

Mr. Tennyson informed that at this time, there was not a grant contract in place which would establish the funding sources for the Capital Project. Once said documentation was received, he said, those funds would be appropriated into the Project. The other items that had estimated costs available, he continued, were the intersection modifications at Westbrook Road and Route 9 at an estimated cost of \$30,000 and the South Road where two-way traffic would be established at an estimated cost of \$3,000. Mr. Tennyson apprised that the delaying of the additional parking meters until next year would bring the current estimated total cost for both the parking area and the intersection modifications to \$93,000. Mr. Monroe interjected that if the \$40,000 currently available in parking revenues was utilized, only an additional \$53,000 would need to be secured. He further mentioned that if The Wood Foundation forwarded the \$250,000 as part of the first installment of the \$750,000 they committed to contribute, that would more than cover the associated costs as outlined. Mr. Monroe suggested that The Wood Foundation be contacted prior to the Finance Committee meeting next month in order to determine if the funds could be advanced to assist with the interim plan.

Mr. Tennyson reported that the establishment of thirty-six parking spaces was anticipated to generate approximately \$900 in revenue per parking space for the season, totaling \$32,000 for the first year. The final parking plan, he stated, would generate approximately \$81,000 in revenue per year. Discussion ensued regarding the rates charged by the Village for parking, during which Dave Harrington, Superintendent of Public Works for the Village, advised that the Village would be increasing their rate from \$1 to \$2 for this upcoming season.

Mr. Monroe referred back to the funding that would be necessary to obtain the parking meters, and Mr. Dusek's recommendation that a decision was not needed at this time; therefore, he suggested that The Wood Foundation be approached regarding the possible advancement of funds. Mr. Thomas agreed and added that the majority of the funds remaining in the Contingent Fund had already been earmarked for specific purposes. The consensus of the Committee was to refer the matter to the Finance Committee for further discussion at the March meeting.

Privilege of the floor was extended to Michael Consuelo, Special Events Coordinator, Lake George Regional Convention & Visitors Bureau, who distributed a draft contract between the County, the Village and the Big Apple Circus, a copy of which is on file with the minutes. He informed that the draft contract was recently received from the Big Apple Circus and still required review by the County Attorney and the Village; however, he said, he thought it would be beneficial for the

Committee to review the contract, as well. He noted no action could be taken with regard to the contract at this time.

Mr. Tennyson directed the Committee members to the referrals portion of the Agenda and he listed the pending items as follows:

1. Committee authorized an RFP (request for proposal) for naming rights of all aspects of the former Gaslight Village property pursuant to further review and confirmation that there would be no interference with grant funding requirements;
2. Mr. Decker to present an interim and long term plan for maintenance of the stormwater treatment area of the Gaslight Village property; and
3. Public Works Committee requested the County Attorney to review the proposal presented relative to possible implementation of parking on Westbrook Road, as well as appropriate property deed, to determine whether the initiative was viable and whether the County would be able to retain 100% of the parking revenues collected to support the County share of maintenance costs for the Gaslight Village property.

Mr. Tennyson reported Items 1 and 3 could be deleted from the list, as the matters had been resolved. He suggested that Item 2 be referred to the Charles R. Wood Park Event & Operations Committee once said committee was established.

There being no further business to come before the Committee, on motion made by Mr. Kenny and seconded by Mr. Dickinson, Mr. Monroe adjourned the meeting at 10:50 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk